



Department of Property & Procurement

Government of the United States Virgin Islands

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May 18, 2017

AMENDMENT #1 RFP-014-2017(P)

Qualified Firm(s) or Individual(s) to develop an Energy Benchmarking and Efficiency Pilot Program in the U.S. Virgin Islands

INSERT: Questions and Answers

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED

**BIDDERS MUST ACKNOWLEDGE RECEIPT OF THIS AMENDMENT
WITH THEIR BID PROPOSAL**

Questions and Answers

1. Will the Contractor be working under the direction of the VI Energy Office, or will the contractor be leading the project and collaborating with the VI Energy Office?

VIEO: The contractor will be working under the direction of the VI Energy Office.

2. On page 1 of the Scope of Work, the final bullet is not clear in that it references the hospital at the beginning and a school at the end. If this is not an error, please clarify the connection between the two.

VIEO: A bullet point was omitted in error. "The Portfolio Manager account can also be used to verify projected energy savings projected in a school that has undergone energy retrofits." should be read as a separate bullet item.

3. The Contents of the Proposal section of the RFP does not include an anticipated timeline of completion for the total Project. What is the maximum anticipated project duration?

VIEO: The maximum project duration is 12 months' total.

4. The Contents of the Proposal section of the RFP states that a cost proposal is required, however the proposal does not detail what is to be included in the cost proposal (Section J.7 of the RFP).

a. If a cost proposal is required please provide additional detail on how the pricing should be submitted. We can provide hourly rates, but providing an actual cost would require a building inventory that includes building size, type, and quantity.

VIEO: Pricing should be based on hourly rates, software/equipment costs, building types (we have provided a list of sample building types to give you an idea), and travel expenses.

b. What is the preferred pricing structure?

VIEO: Preferred pricing structure would be broken down by each phase as that is how the project will be reviewed and approved for payment.

5. Phase 2 of the Scope of Work calls for an "investment grade audit or similar energy performance assessment report". In our industry, it is unusual for a firm to perform an investment grade type audit before completing a Level 2 audit. The majority of clients who issue this type of RFP request typically seek an ASHRAE Level I or II audit. Please clarify the specifics of the type of audit required using industry standard terms, such as ASHRAE Level 2, or 3, and provide additional insight as to why an investment grade audit was selected as the standard.

VIEO: The Investment Grade Audits are presently what the VIEO has on file for the territory's two hospitals and the public schools. However, as mentioned in the Scope of Work a "similar energy performance assessment report" can be provided for the other properties. Taking cost into consideration the other building types ASHRAE Level 2 is preferred.

6. Will the Selected properties be located on all three islands, or will they be primarily selected from one island? If the latter is the case, please identify which Island.

VIEO: The selected properties will be located on all three islands.

7. Is there a minimum number of project references that you are seeking?

VIEO: A minimum of three project references are being sought.

8. Based on the evaluation criteria, will cost be part of the selection criteria? If so, please explain given the details to provide an estimated cost appear to be missing from the RFP.

VIEO: Yes, cost will be a part of the selection criteria however, it is not the sole determining factor as we are also looking at professional qualifications, references, and similar work experience. Project costs will be determined through negotiations between the VIEO after a winning bidder is selected.

9. Are there any Women & Minority-Owned Business Enterprises requirements associated with this solicitation?

VIEO: No, these are not mandatory requirements, but they will be considered as part of the RFP scorecard.

10. The proposal content in the article 7: Cost, require to include a project cost.

Please clarify the proposal price cost requiring in proposal section no.7,
In order to determine a fixed professional service price for phase 1, 2 & 3, which required to determine the completion time frame, equipment and human resources, technical information of the buildings, which include, its size, complexity and quantity of equipment by each facility is required. At this stage this information is not available since the buildings selection process is part of the project phase1.
Please clarify this issue, and provide detail regarding the project cost estimate, what to include and how.

VIEO: Project costs related to the energy assessments and for the overall project will be negotiated between the VIEO and the winning bidder. A sample of the building types to be looked at has been provided in the Scope of Work to give an idea – most building types are 2-3 stories. Potential bidders should base their proposal cost on industry knowledge and the sample property types provided.

11. In phase 1, you indicate that the bench marking review and calibration must be completed within 4 months of receiving authorization to proceed and the requested information from the property team.

a- This 4 month is only for the phase 1 or for all project phases?

VIEO: Yes, Phase I is estimated at 6 months. The first two months will be spent gathering on hand data and meeting with the respective facility managers prior to the benchmarking phase.

b- If not, please provide completion time for phase 2 and phase 3?

VIEO: See above.

12. The list and technical information of the buildings including the two hospital to be included in the phase 1 are available at this stage?

VIEO: Negotiations will be required between the VIEO and the winning bidder to determine the best pilot properties for the most impact. More detailed information will be provided once a selected bidder has been chosen...technical information that is on hand will be shared as part of Phase I.

13. The Level 3 Energy evaluation that you are requesting to be completed in phase 2, require detail building and equipment technical information, which include, mechanic and electrical drawings, layouts and equipment specs. Etc.

a- We are assuming VIEO and the property team will provide us all technical specs and drawings information.

VIEO: Technical specs and drawing will be provided via the VIEO and/or the property or facility manager of the selected pilot properties.

14. We are assume that the VIOE and their staff have all the computer equipment and internet access available to complete the data entry and building monitoring phase.

VIEO: The VIEO has its own hardware to track and monitor, but contractor will be required to have their own hardware to complete this work and if necessary bill the VIEO accordingly for rental of the machinery during the monitoring phase.

15. In Section "J. Contents of Proposal" on page 6 of the RFP, Part 5 "Project References" asks for "a notarized written consent from the authorized representative." I would like to clarify – in the RFP when it says "authorized representative," does it mean that you require consent from an authorized representative at our firm in order to reach out to our listed references?

VIEO: The reference letters should be from someone who is authorized by his/her company to write on behalf of the firm(s) that you are requesting a reference letter from.